PBC PHOENIX BIBLE CHURCH

SUMMARY

- **Job Title:** Executive Administrator
- **Position Status:** Part-Time
- **Purpose:** The Executive Administrator will help people love Jesus, live like Him, and lead others to Him by effectively organizing, coordinating, and executing weekly ministry at Phoenix Bible Church.

RESPONSIBILITIES

- Provide support to the Lead Pastor
- Coordinate, write, edit, and distribute weekly communication to church members, leaders, and staff
- Manage content, events, and announcements on the main PBC platforms (website, app, ccb, groupme, & asana)
- Maintain the Church Community Builder system and run reports as needed
- Organize and maintain church supplies, files, and electronic documents.
- Coordinate, prep, and delegate (during the week) details for events, Sunday gatherings, and special projects
- Construct, edit, and finalize outlines, forms/paperwork, emails, handouts, and thank you cards
- Check and distribute church mail weekly
- Check and respond to church phone calls, emails,
- Be the primary point of contact for facilities, church partnerships, guest speakers, and vendors.
- Assist in the development and implementation of policies and procedures.
- Maintain and ensure the integrity and compliance of all governmental regulations and requirements in regards to record keeping and other regulatory or legal issues as it relates to church and non-profits.
- Organize weekly staff meetings and other periodic meetings (sending out agenda, taking notes in the meeting, and following up with tasks and leaders)

QUALIFICATIONS

- Love for Jesus and the local church
- Commitment to the PBC mission, beliefs, priorities, and values
- Timely communicator, takes initiative, and resourceful
- Ability to interact with Google spreadsheets, Asana, Canva, WordPress, and Church Community Builder. Would need to be familiar or willing to learn.
- Adaptability. As a new and growing church, the Executive Adminstrator will need to accomplish miscellaneous tasks not listed above, and be able to troubleshoot and execute last minute details.